

Role Management

*Outplacement
Support
Services*

*Employee
Information
Pack*

20-hour Support Package

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INTRODUCTION TO THE 20-HOUR OUTPLACEMENT SUPPORT PACKAGE

This pack contains information to explain the job-search support package being offered to assist you to find alternative suitable employment. This consists of 20 hours of individual face to face support, coupled with 500 post-paid merge printed approach letters to your selected job market. We do not act as an employment agency; our primary function is to assist you to resume full employment as soon as possible.

The Role Management job search system and techniques are very successful when applied as recommended and some people have achieved several offers of employment within a couple of weeks following the commencement of the support programme. On average, new job interviews begin to emerge within a week of participants activating the market approaches recommended.

There will be time to review alternative employment and self-employment options. A psychometric profile will reveal comfort and discomfort factors which may also assist you with future career choices.

Most people find their Role Management outplacement project an interesting and stimulating experience. It deals with all aspects of finding employment at a deeper level than people imagine to be possible, and very much with the potential employers' perceptions in mind.

We look forward to supporting you and hope you will not hesitate to contact me if you have any questions on the package content, or any aspect of the support on offer.

Don MacLean

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INDIVIDUAL OUTPLACEMENT SUPPORT PACKAGES

AN EFFECTIVE PROGRAMME TO FIND ANOTHER JOB AND EXPLORE SELF EMPLOYMENT OPTIONS

These are comprehensive packages of a pre-agreed number of hours of counselling, advice and support in weekly sessions of about one-and-a-half hours' duration to enable a positive career change. All approaches to the market are made direct by the individual under Role Management guidance. Some people want to give a really good kickstart to their job search campaign and, for those who wish this, initial sessions can be for half a day or longer to ensure an early launch onto the job market. We can see people all over the UK at their nearest Regus office facility (see www.regus.com to find the nearest location). Trial sessions can be arranged so that prospective clients can assess the effectiveness of our methods.

Having been successful Recruitment Consultants in the UK, Role Management are ideally placed to give expert and relevant advice on what employers actually respond to in the UK job market. Our consultants have therefore had several years of previous experience on the hardest challenge of all - actually convincing employers to offer jobs to their candidates in the UK.

NB We do not, as most of our competitors do, employ trainers who may only communicate a theoretical approach to CV construction and job search, usually based on common practice in the USA job market.

Our objective is to help our clients obtain the maximum number of job offers - all open at the same time, to maximise choice. In developing a CV our consultant will build it paragraph by paragraph, drawing achievements from the client, while sitting alongside them. Beware of firms who leave the client to do all the work themselves based on a couple of model CVs. Our clients often comment on our approach - which is only really common sense - but at a much deeper level.

The programme includes the following features:

- ✓ Initial assessment and psychometric profiling to determine the most appropriate career path and to identify inhibitors to success being carried by the individual; looking at self employment options
- ✓ sensitive counselling to deal with any negative emotional aspects which may frustrate meeting the career objective; provision of support on stress management and personal issues
- ✓ the development of an effective Curriculum Vitae appropriate both to the market and the individual; the Role Management CV format is a very effective selling tool
- ✓ identification of the likely market area, methods for researching it and advice on the use of recruitment consultancies
- ✓ advice on the timing and phasing of direct approaches to the market by the individual in relation to their perceived readiness to undergo interviews
- ✓ telephone support between sessions and for life once a job is found
- ✓ the development of an effective and positive interview technique combining live recruitment experience with counselling skills
- ✓ support and advice on prospective employers with whom interviews have been arranged (by the individual) and coaching in appropriate techniques
- ✓ debriefing on interviews completed, and drawing out lessons learned from those experiences; advice on following up interviews
- ✓ advice on the negotiation of the most favourable salary and benefits package.

Support is inclusive of: consultancy, use of database lists, paper, envelopes, photocopying, laser printed letters, labels and postage on agreed number of letters to the market. Hours can be exchanged for additional mailings and vice versa.

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SOME OF THE CLIENTS WE HAVE HELPED ...

ABB Limited
Amway (UK) Limited
Argos Limited
Aylesbury Vale District Council
Bartle Bogle Hegarty Limited
Beiersdorf UK Limited
Burberrys Limited
Cable & Wireless plc
Caldera International
Cleveland County Council
Callidus Technologies UK Ltd
Delphi Automotive Systems UK Ltd
Debenhams plc
Direct Line Insurance
EMI Records Limited
Forte Plc
Focus DIY Ltd
Fosroc Expandite Ltd
Frank Usher Limited
Going Places
GUS Home Shopping Limited
Harvey Nichols & Co Ltd
Holland & Holland Limited
HMV UK Limited
J Sainsbury plc
Kelly Services (UK) Ltd
Meat & Livestock Commission
King UK
Mazars Neville Russell

Midland Bank HSBC
Milton Keynes Development Corporation
Nissan Design Europe Limited
North of England Building Society
Nottingham Building Society
Peterborough Development Corporation
Portman Building Society
Principality Building Society
Punch Publications Limited
Rockwell FirstPoint Contact Limited
Scarborough Building Society
Sears Womenswear Limited
Sidney C Banks Plc
Snuggledown of Norway UK Ltd
Speedibake Limited
Tchibo Coffee International Limited
Texas Instruments plc
The Ratcliff Group Limited
The Scout Association
The Santa Cruz Operation
Thomas Cook Group Ltd
Toshiba Electronics UK Limited
Universal Flavors Limited
University of Buckingham
Victoria Mutual Finance Limited
Watford Borough Council
Wickes Building Supplies Limited
Woodbridge Foam (UK) Limited
Woolwich plc
Working Links

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COMMENTS FROM PEOPLE WE HAVE HELPED . . .

*"... the degree of confidence that I feel the presentation of the CV gave made me realise that it would be possible to obtain another job after leaving the company. Our **meetings were of great benefit** to me. **I feel much happier** both in my job and in my personal life and would like to say once again, thank you for all your assistance."*

*"After the help you gave I was **less stressed** and coped with the change much better than last year. I applied for 80 jobs with a follow-up of some of last year's letters. **I was offered 20 interviews**. I would never have been able to obtain re-employment so quickly without the lessons I learned from the help and guidance you gave me."*

*"**I've got a job!** It's in north London working for ... I made 38 job applications and **received 7 interviews**. **Your CV format is good**. **Your interview ideas are also good** especially about using examples. Thanks."*

*"**The system works!!** After my second appointment, I began my action plan. I wrote to 125 different employers, some replied straight away, others I am still receiving letters on a weekly basis. In total **I went to 17 interviews**. Words cannot express my thanks to yourself and company in helping me in time of need. Thanks very much."*

*"You are indeed a miracle worker - you have pushed me when I'd given up, put up with my moods and constantly encouraged me when I really thought that there was no hope. I can never thank you enough for all you have done for me - **my CV should be framed for posterity!** I know how good you are at your job but with me you went over and above the call of duty. Thank you for everything."*

*"To have had time to examine and pursue options has been very valuable and constructive. I know that venturing out on my own practice puts me in a very vulnerable position, but **the time spent with you has given me a good foundation and the confidence to have a go.**"*

"You have helped me see the whole experience as a stage and learning experience, not as the unmitigated disaster I first thought."

*"I must admit I doubted the advice about mailing companies, but in my case **the result was very good with a dozen opportunities opening up; I started my new job within 2 weeks of mailing my CV.**"*

*"I felt it necessary to write and say how impressed I was with Don MacLean's excellent outplacement service at Role Management; **I managed to become placed in a new job very quickly** because of the highly-skilled efforts of Don and his team."*

*"... I wouldn't have thought about the ways in which I should go about getting the job offers I want ... **I am now motivated to go out there and make things happen.**"*

"The course tutor is obviously very experienced, therefore top marks, made himself available to all without being asked."

"I found the information about self employment particularly useful as it was not a serious option before coming to the workshop."

*"... it was a lot more useful and informative than I thought it would be before attending the course. **Many simple but helpful hints.**"*

And finally, from a self-funded client: "Thank you for your help and support this year - since meeting with you I have received lots of compliments regarding my CV. I have just finished 6 months work at the XX - and I am now looking into the possibility of working on a consultancy basis - **something I hadn't entertained before meeting with you**. So many thanks for really making me think. With best wishes to you for 2005."